PHILIP MORRIS U.S.A.

INTEROFFICE CORRESPONDENCE

Richmond, Virginia

To: **Meeting Participants** **Date:** August 21, 1997

From: **Susan Laffoon / LIMS Team**

Subject: **PTL Joint Application Design (JAD) Meeting**

You have been selected to participate in a JAD meeting to develop the requirements for the new R&D LIMS. The meeting will be held on **Thursday, September 4th**, in the **Marlboro Room** at the Operations Center. Refer to the schedule for your specific meeting time. Please let me know if you can not attend (ex-2426 or email). Your input during these sessions is essential to the development of the new LIMS.

	Start	Finish	Participants	
Sample Receiving **Smoking**	8:00	9:45	Joe Garman Kathie Hughes Kathy Walker Wayne Snead Martha Payne (B) ~~Cheryl Guthrie (B)~~	Nita Winston ~~Betty Bacon-Ward~~ Annie Whiting Liz Chambers Robin Holleman Randy Greene (ITD)
Nicotine & Water **Menthol** **Wet Chemistry**	C. Shackleford 9:45	11:30	Joe Garman ~~Jeanie Martin~~ Charlene Callicutt Regina Jones Martha Payne (B) Chris Connell (B)	~~Betty Dabney (B)~~ Nita Winston Liz Chambers Robin Holleman Ronnie Buckner (ITD)
Lunch	11:30	12:30		
Physical Testing **Microscopy**	12:30	2:15	Gloria Hicks-White Judith Lightner Sandra M. Brown Karen Brooks Martha Payne (B) Chris Connell (B) ~~Cheryl Guthrie (B)~~ ~~Sandra D. Brown (B)~~ Joyce Meadows (B)	Barbara Ward (B) ~~Nancy Will (B)~~ Elvetta Stith Nora Wermann Sandra Hughes Liz Chambers Deanie Bridger Ronnie Buckner (ITD) Donna Bailey (ITD)
PML	2:15	4:00	Gloria Hicks-White Sonny Condon Rodney Cooper Sandra M. Brown	Liz Chambers Bev Covitz Robin Lipps (ITD)

c: Wade Mokarry Brenda Strang
Ken Podraza Becky Tobey

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